

RFQ-TX-06-00047 Coaching 2nd set of questions and answers.

1. Could you ask the Program Manager for clarification on the educational background of Psychology/Business?

Educational background in psychology and business is very common in the field of coaching and counseling. It is not necessary for a vendor to have a degree in these fields but the vendor must clearly demonstrate that they have knowledge and understanding of application of these educational disciplines as it relates to behavioral science, emotional intelligence and understanding business practices that in a high performance organization.

2. What will this specific qualification offer over other related degrees or job experience (i.e. 27 year of EPA related job experience, Business, Counseling or Certified Executive Coaching and Certified Facilitator?

The offeror knowledge and experience in coaching and counseling and their related job experience will be heavily weighted in assessing the offeror ability to perform the work.

3. What is the specific area of education needed in Psychology?

It is not necessary for an offeror to have a degree in these fields but the vendor must clearly demonstrate that they have knowledge and understanding of application of these educational disciplines as it relates to behavioral science, emotional intelligence and understanding business practices that in a high performance organization.

Do you need both Psychology/Business?

It is not necessary for an offeror to have a degree in these fields. It is important that they have experience in coaching and have an understanding of human behavior as it relates to coaching and knowledge of business practices in developing a high performance organization.

4. Can a Vendor qualify for Psychology and/or Business?

EPA will look at all degrees and work experience as it relates to coaching.

5. Do you have an incumbent competing for this contracting opportunity?

This RFQ is a competitive quote and is open to all small businesses. EPA does not know who is competing for this RFQ.

6. Are you looking for local small businesses in the Dallas community only?

EPA is looking for coaches in the Dallas/Fort Worth metro area. The majority of the coaching sessions will be held in person.

7. Do your marketing search opens this contracting opportunity nationwide to all small business size?

The marketing search is open nationwide to all small businesses.

8. Can you set aside this contracting opportunity for 8(a) firms only?

The EPA will not set-aside this RFQ for 8(a) firms.

9. Do you intent to expand the due date of September 12, 2006?

The due date will not be expanded past September 12, 2006.

10. I understand multiple coaches will be selected to support this coaching effort, how many individual clients do you anticipate assigning each coach?

There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program. As a suggestion we recommend that 8-10 people per coach.

11. The Statement of Work mentions team coaching, how many team sessions do you anticipate and how will they be assigned to each coach?

Vendor may provide a group workshop on coaching to give an overview of coaching and explain the coaching process. EPA point of contact may request additional group sessions if needed.

12. How do you prefer the quotation of price, a dollar amount per hour or individual and team coaching or in another manner?

All individualized sessions will be billed on an hourly basis and with adjustment to the hourly rate if the session is less than 60 minutes. Group coaching sessions will be billed at a flat fee. The group coaching sessions shall not exceed 8 hours with a class size limited to 25 participants.

13. How frequent are the sessions to be held, and what is the expected length of each session?

EPA is recommending that each client receive at least 3 sessions ranging from 30 minutes to 60 minutes. Clients may participate in at least one session; however, EPA does not guarantee the participation of any client for a number of sessions.

14. I understand that there will be both individual and group coaching sessions. Approximately how many of each is expected? How many total sessions are planned for the year?

EPA is recommending that each client receive at least 3 sessions ranging from 30 minutes to 60 minutes. There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program. Vendor may provide a group workshop on coaching to give an overview of coaching and explain the coaching process. EPA point of contact may request additional group sessions if needed.

15. Is there an incumbent contractor for this project?

Presently there is no incumbent contractor for this project.

16. In Section B "Coach/Client Assignment", it indicates that coaches will be selected from the multiple vendor list. Please describe the process for selection?

EPA participants will be given the option to select a coach from a list of vendors however, EPA reserve the right to select only one vendor to fulfill the coaching contract.

17. Under the "Scope of Work" section, it reads the "contractor shall meet with coach to discuss goals and actions." Should it read, "client" instead of coach?

In the Scope of Work section, it should read the "contractor shall meet with "client" instead of coach.

18. How will the success of the contractor be measured?

When the client and coach have identified one or two behavioral changes that would lead to more effective personal leadership, when the client finds that coaching has provided new skills and enhanced leadership and managerial effectiveness, an action Plan for each client includes the development of accountability elements to ensure effective change and positive feedback and satisfaction with the coaching and services provided by the vendor.

19. What is the anticipated duration of a coaching session?

EPA is recommending that each client receive at least 3 sessions ranging from 30 minutes to 60 minutes.

20. How many coaching sessions are allotted per participant?

EPA is recommending that each client receive at least 3 sessions ranging from 30 minutes to 60 minutes.

21. How many managers, supervisors, and team leaders are expected to participate in this project?

There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program.

22. How many coaches are expected to be needed?

As a suggestion we recommend that 8-10 people per coach, but it is up to the vendor to make the determination based on their staff experience and workload.

23. Will the coaching compensation rate be used for any required meetings with the Deputy Regional Administrator, Point of Contact or other stakeholders, or should there be a separate compensation rate for these meetings?

There will be no coaching compensation rates or any charges to EPA for "administrative meetings or teleconferencing" when the Deputy Regional Administrator or the Point of Contact request feedback on the coaching program.

24. In section E - "Invoicing Procedure," it indicates that sessions can be held other than in-person, however, it is indicated in the "Scope of Work" that coaching sessions will be conducted in-person. Please provide clarification of the approved modes.

Coaching sessions may be provided by teleconferencing if the client desires that to be the preferable method of communication.

25. In section G - "Timing of Coaching Project Deliverables," the contract termination date is September 30, 2008. Under section H - "Period of Performance," the contract term is through September 30, 2007. Please clarify the contract termination date.

The contract will have a two-year option period with the contract officially terminating September 30, 2008.

26. Please identify proposal parameters: length / depth, etc?

EPA is recommending that each client receive at least 3 sessions ranging from 30 minutes to 60 minutes. There is a potential that as many as 40-50 of our managers, supervisors and team leaders would participate in the coaching program. EPA is looking for coaches in the Dallas area. The majority of the coaching sessions will be held in person. Group coaching sessions will be billed at a flat fee. The group coaching sessions shall not exceed 8 hours with a class size limited to 25 participants. Please see the Statement of Work to identify further proposal parameters.